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MS-434
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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 9 MAR 1955

FROM : Director of Logistics

SUBJECT: Increase in Table of Organization and Personnel Ceiling, Office of Logistics

REF : Management Staff Survey of Logistics Office dated 30 June 1954

1. It is requested that the T/O and personnel ceiling of the Office of Logistics be increased by one, in order to establish a File Clerk position in the Document Control and Processing Unit, Depot Stock Control Section, Supply Operations Branch, Supply Division.

2. This Unit maintains the file of each requisition, and all subsequent documents prepared as a result of the requisition. The estimated filing activity for the period 1 July through 31 December 1954 is shown in enclosure.

3. During the course of the management survey of this Division (see Tab "J" of the reference), the establishment of such a position was considered, but it was thought that the file work could be absorbed by distributing it among the clerical personnel of the Unit. We have found from experience that this work cannot be absorbed, and has resulted in inadequate files and has affected the production of the Unit. It is therefore proposed to establish a GS-3 File Clerk position, which is justified by the volume of the work, so that the present staff can carry out its basic assignments.

4. The duties of the proposed position will include:

- a. Filing approximately 130,000 documents a year.
- b. Screening shipping documents against requisitions to verify item and quantity shipped.
- c. Record and issue files on request to various personnel of the Unit, the Division and to the Auditors.
- d. Screen files continually to ensure insertion of all pertinent documents and for completion.

5. An increase in funds in the amount of the basic salary will be required in Fiscal Year 1955.

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No Change in Class. ☐☐ Declassified

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Next Review Date:

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Date:

By: 018

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JAMES A. GARRISON

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7 March 1955

Document Control & Processing Unit, Supply Operations Branch, Supply Division

The following is an analysis of estimated filing activity within the Unit for period 1 July through 31 December 1954:

a. Credit Voucher Files

- (1) Preparation of file folder for each voucher number assigned (each requisition)
- (2) Filing the following documents:

(a)	Suspense and ditto master	9240
(b)	Coding documents attached to requisitions (locals)	7560
(c)	Purchase return copies of requisitions	4850
(d)	Signed receipts (reqns.)	9240
(e)	Warehouse refusals	300
(f)	Expedite notices	840
(g)	Correspondence	120
(h)	Back order releases	
	Suspense	2712
	Coding documents	2712
	Signed actions	<u>2712</u>
		8136
(i)	Yellow shipping documents	1680
(j)	Green shipping documents	1680
(k)	Pink shipping documents	1680
(l)	Partial shipments	
	(Average of 2 per cargo, yellow, green, pink VSD's)	3360
(m)	Recipient's copy of receiving	3240

b. Debit Voucher Files

- (1) Preparation of file folders
- (2) Filing the following:

(a)	Reproduction	603
(b)		173
(c)		169
(d)		7332
(e)		50
(f)	Ordinance	10
(g)	Miscellaneous	1314
(h)	Adjustments	188

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c. Request for files

2400

TOTAL DOCUMENTS PROCESSED AND FILED
(6 months period)

6,150

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MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Addition of one Position to Office of Logistics
Table of Organization

REFERENCE : Memorandum, dated 9 March 1955, from Director of
Logistics to Chief, Management Staff, Subject as
above (MS 434)

1. This office has reviewed the referenced proposal for the new position. The classification of the File Clerk, GS-3 position is approved.

2. The Office of Logistics has been informed of and concurs with this classification action.

Harrison G. Reynolds
Director of Personnel

Attachment
Referenced Memorandum

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Next Review Date: 01988
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Date: 18 DEC 1978 By: 015

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MAR 1955

Chief, Management Staff

Chief, Budget Division

Increase in Table of Organization and
Personnel Ceiling, Office of Logistics

REFERENCE: Memorandum from Director of Logistics to
Chief, Management Staff, 9 March 1955.

1. The referenced memorandum proposes that the T/O and personnel ceiling of the Office of Logistics be increased by one, in order to establish a GS-3 File Clerk position in the Document Control and Processing Unit, Depot Stock Control Section, Supply Operations Branch, Supply Division.

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2. As of 1 March 1955, the Office of Logistics T/O of [REDACTED] included nine [REDACTED] positions allocated to the Document Control and Processing Unit. The following is a summary of the current and proposed T/O for the Document Control and Processing Unit:

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	Reference Amount
	Amount
[REDACTED]	-
[REDACTED]	-
[REDACTED]	-
[REDACTED]	-
[REDACTED]	2,950
[REDACTED]	2,950

25X9

3. No additional funds will be required to finance the position for fiscal year 1955. The Office of Logistics will absorb this cost within its current allotment.

4. If the proposed addition to the Office of Logistics T/O and personnel ceiling is approved, it is recommended that no additional funds be allocated to that office for the additional position for the remainder of the current fiscal year. For fiscal year 1956 an increase in the amount of \$2,950 will be required to provide for the position on a full year basis.

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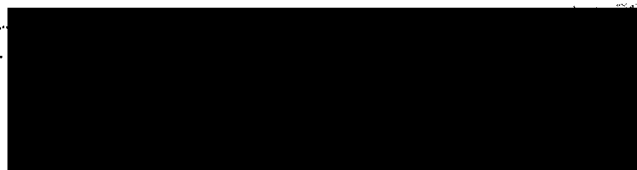
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